

## **ASSISTANT POLICE CHIEF**

(Promotional Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a responsible administrative position, the primary duties of which are assisting the Police Chief in overseeing the operations of the department. The employee of this class assists in the planning and directing of departmental operations, including the management of personnel; developing and implementing a training program for the department; maintaining department equipment, property, and supplies; managing departmental records; performing public relations duties; and assisting in directing law enforcement activities of the department. The incumbent of this class may be required to perform the duties of the Police Chief in the Chief's absence. The Assistant Police Chief works with a high degree of independence, reporting to and having work reviewed by the Police Chief. This class ranks directly below that of Police Chief.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Assists in managing all operations of the police department. Determines how to organize operations of the department, including how to deploy department personnel. Oversees law enforcement activities of the department, including patrol, traffic control and traffic accident investigation, criminal investigation, special tactical operations, and handling of juveniles. Conducts inspections of various services of the department and observes department operations. Evaluates the effectiveness of the various services following inspections and discusses such evaluations with employees in charge of areas inspected to correct or improve problem areas. Keeps informed on modern methods of police department work and any local conditions which the department may be called upon to handle. Studies new laws, regulations, ordinances, and court rulings to determine if changes in department policies and procedures are needed.

Recommends management policies, goals, and objectives for the department. Investigates complaints against department personnel and formulates a recommendation for reply to the complaint or for action to be taken. Organizes and manages a personnel recruitment and selection program. Interviews prospective employees and makes recommendations for hiring. Investigates all accidents involving department equipment or personnel and makes recommendations on procedure to avoid future accidents. Sees that all department personnel policies conform to EEOC standards. Works with boards and

agencies whose rules and operations affect the careers of police department employees or the work of the police department.

Assists the Police Chief in preparing the departmental operating budget. Gathers information to be used in budget preparation. Manages all accounts on the money and assets of the police department operations. Authorizes expenditure of funds allocated for police department operations, making sure that such expenditures are in accordance with the budget. Reviews and signs purchase requisitions, vouchers for payment, or related financial records and sees that they are paid in accordance with departmental policy.

Supervises the preparation of departmental records such as financial, personnel, activity, and inventory records. Reviews records completed by subordinates to insure accuracy. Determines what information should be included in department records and in what form this information should be kept. Reviews incoming communications, making assignments to staff and writing comments and notes as necessary in order to route work to the appropriate person or location. Personally completes all forms and records required to document department activity. Writes newspaper articles, letters, reports, and requests for grants to aid in the operation of the police service.

Promotes a positive public image of the work of the department in the daily performance of duties. Coordinates special public service projects including community relations programs and related programs to enhance the public image of the police department. Works with other public service agencies on projects of mutual concern to both the agency and the police department.

Supervises subordinate department employees. Delegates authority to subordinates for effective operation when such delegation is allowed by law. Holds meetings with subordinates for the purpose of receiving reports or disseminating information. Conducts roll call in order to give on-coming shift pertinent information to policy changes, directives, orders, and cancellations. Supervises employees by inspecting appearance, assigning work areas and schedules, approving leave, evaluating and discussing performance with employees, and reviewing reports written by subordinates. Discusses performance of subordinates with the Police Chief. Counsels employees who are experiencing work problems. Conducts corrective interviews and administers disciplinary action as directed.

Evaluates the training needs of the department and provides for employee training at all levels within the department by scheduling department training or outside training to meet needs. Provides on-the-job training for department members.

Supervises the general care, maintenance, and use of departmental equipment, vehicles, and related department property. Locates repair services and arranges for repairs and maintenance of all

department buildings, property, or equipment, or assigns such to qualified department personnel. Maintains department inventory of supplies and equipment and purchases or recommends the purchase of equipment and supplies in the manner provided by lawful authority, keeping such purchases within the established budget. Checks all police department equipment, such as communications systems or police units to assure that equipment is in correct operating condition.

Performs any related duties assigned.

#### QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

After offer of promotion, but before beginning work in this class, must pass a standardized physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must have a valid Louisiana driver's license.

Must be a regular and permanent employee in the class of Police Lieutenant immediately preceding closing date for application to the board.